

CITY OF GREENVILLE, SOUTH CAROLINA

Job Description #1212

June 2006

<i>Job Title:</i>	<i>Public Garden Asst. Manager</i>
<i>Department:</i>	Parks and Recreation
<i>Status:</i>	Non-Exempt
<i>Immediate Supervisor:</i>	Public Garden Manager

BRIEF DESCRIPTION OF THE JOB:

Responsible for the supervision and coordination of all grounds maintenance staff providing grounds maintenance at Falls Park on the Reedy River, Peace Center for the Performing Arts and the South Main streetscape including: implementation of the master grounds maintenance schedule involving major floral displays, supervise the garden staff and volunteers, assist the Public Garden Manager in booking and facilitation tours, presentations, weddings, festivals, picnics and other special events; and responds to citizen request and complaints. The Public Garden Asst. Director serves as the number two garden professional on the staff and must have a hands on@ direct involvement in the ongoing maintenance and development of the gardens.

ESSENTIAL FUNCTIONS:

Assist the Public Garden Manager in the coordination of staff, equipment and resources to deliver a wide range of services at the Falls Park, Peace Center and South Main streetscape (the service area). Assist in the planning and analysis of staff production, service routing and resource management for efficiency improvements. Investigates and produces reports, memos and other correspondence related to requests from citizens and the Public Garden Manager. Conducts site survey analysis, cost analysis and projections. Inspects all service area sites and responds to special requests after hours.

PHYSICAL DEMANDS:

Overall Strength Demands - Standing, sitting, walking, lifting, carrying, pushing/pulling reaching, handling, fine dexterity, kneeling, crouching, balancing, foot controls, vision, hearing, talking, bending, twisting, and climbing.

Machines, Tools, Equipment and Work Aids -horticultural, parks and arborists manuals, engineer/architect scales, computer, copier, fax, drafting equipment and garden equipment.

Primary Work Location - Mix of 25% office and 75% outdoor environments.

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NON-PHYSICAL DEMANDS:

Time pressures
Frequent change of tasks
Performing multiple tasks simultaneously
Tedious or exacting work
Noisy/Distracting Environment
Emergency situations
Irregular Schedule
Working closely with others as part of a team
Interaction with un-cooperative/upset citizens and customers

JOB REQUIREMENTS:

Formal Education: Two year s Degree in Horticulture

Experience: Must possess over two years and up to four years of experience in supervision, management, and horticulture maintenance.

Certifications and other requirements: S. C. pesticide certification, CPR and first aid certification, valid S. C. class D drivers license. Must be able to prepare and effectively present speeches/programs to garden clubs and other groups. Must be able to properly advise and explain the horticultural management practices to the Public.

Reading: Must be able to read city policies, OSHA regulations, chemical handbooks, horticultural material, construction data manuals.

Math: Must be able to perform addition, subtraction, multiplication, division, and percentages applications.

Writing: Must be able to prepare letters to the public/staff, project costs, proposals, performance appraisals, horticulture presentations, reports and responses to questions concerning the service area.

Managerial/Planning: Managing and planning garden and floral layouts, management of special events in the service area and long term development of the service area.

Reasoning: Work is limited to the service area. Work requires analysis and judgment in accomplishing diversified duties. Requires the exercise of independent thinking within the limits of policies, standards, and procedures. Recommends policies and procedures to the service area.

Supervisory Responsibilities: Work requires supervising and monitoring performance of a regular employee or a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed. (1-Supervisor, 2-Gardeners, 6-part-time laborers).

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Interpersonal Skills: Requires communication/consultation with professionals in the horticulture industry, other department and city staff, the general public and citizen groups.

Contacts Within the Organization: Contact with Parks and Recreation, Purchasing, Human Resources, General Services, Public Works and Police Departments.

Contacts Outside the Organization: Contact with garden clubs, special event/festival organizations, adjoining property owners and general public.

DECISION MAKING:

Works directly with the Public Garden Manager in the allocation of personnel, equipment, supplies and financial resources; recommends disciplinary actions; budget preparation and requests for financial resources; equipment and personnel; personnel issues involving reasonable suspicion drug testing.

BUDGETARY RESPONSIBILITIES

Recommends budget requests. Reviews and approves expenditures of budgeted funds for the bureau in the absence of the Public Garden Manager.

FREQUENCY AND FREEDOM TO ACT:

Regular Freedom/Limited Impact: Work is non-standardized and varied and requires the incumbent to produce expected results and meet deadlines by following general procedures.